

Contact

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Address

123 Anywhere St., New York, NY, 12345

Education

2023

Certificate In Full-Stack Web Development Columbia University

2021

M.S. Professional Writing
New York University

2016

B.A. English & CommunicationsPace University

Skills

- Languages: HTML, CSS, Javascript, REACT, MERN stack, Sequelize, MySQL, NoSQL, MongoDB. Mongoose, Bootstrap, Materialize CSS
- Web Development
- DevOps tools: Github & Gitlab
- Microsoft Office skills
- Communication skills
- Writing

Ariel Miller

FullI-Stack Web Developer

Solution-driven web developer adept at contributing to highly collaborative work environment, finding solutions and determining customer satisfaction. Proven experience developing consumer-focused websites using HTML, CSS, JS, REACT, MERN stack, Sequelize, MySQL, NoSQL, MongoDB. Mongoose, Bootstrap, and MaterializeCSS. Built products for desktop and mobile app users over 3 years, meeting highest standards for web design, user experience, best practices and speed. Designed and developed web applications across multiple APIs, third-party integrations and databases.

Experience

December 2021-present

New Frontiers Executive Function Coaching | New York, NY Business Associate

- Through Google, I find each referral's website, contact information, profile description, workplace; from this information, I create the referral's profile
- Using Google, I locate contact information for each referral's organization and create an organization profile for referrals & their organizations
- Update profiles
- · Contact referrals to schedule meeting with admissions director
- Create profiles for new hires using info acquired from Monday.com
- Contact potential clients via google voice to schedule a discovery call with the Admissions Director

October 2017-February 2018 Folk Arts Rajasthan | New York, NY Administrative Intern

- Repaired boss' computer issues, which no other employee was able to fix
- Executed writing tasks and projects for the executive director which consisted of thank you letters, PowerPoints for year-end review, social media posts for company events or causes they supported
- Wrote thank you letters, reminders for donations, spreading news on fundraising events to potential and current donors
- Brainstormed and developed content that the company featured in their newsletter
- Utilized Microsoft Office to create spreadsheets to display sponsorship donations, and PowerPoints for the Annual Fund
- Project
- Organized company trip to India, which included purchasing visas and curating the itinerary